DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2486
Page 1 of 2

Agency

Maryland Department of Agriculture

Division/Unit Maryland Agricultural Commission-Unit 11

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Item No.	Description Supersedes Schedule 167	Retention 4	
1.	Minutes: Contains the minutes of the Agricultura filed by year.	Retain permanently and transfer periodically to the State Archives.	
2.	Agendas: Contains the agendas of the Agricultur filed by year.	Retain permanently and transfer periodically to the State Archives.	
3.	Legislation: Contains notes and testimony.	Retain three (3) years then destroy.	
4.	General Correspondence: Contains copies of lett mails, handouts, etc., to Commission members.	Screen and retain all material which serves to document the origin, development, functions and accomplishments of the Commission and periodically transfer to the State Archives. Retain all other material for three (3) years then destroy.	
Schedule Approved by Department, Agency, Schedule Authorized by State Archivist		Authorized by State Archivist	
or Division Representative. Date		16 km og	
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Page 2 of 2

Agency Division/Unit

Item	Description	Retention	
No.	Supersedes Schedule 1674		
5.	Group Activities: Bi-Annual Farm Tours to different regions of this state.	Retain for three (3) years then destroy.	
6.	Budget: Monthly budget print outs along with fiscal year budget proposals and managing for results (MFR).	Screen and retain all material which serves to document the origin, development, functions and accomplishments of the Commission and periodically transfer to the State Archives. Retain all other material for five (5) years then destroy.	